

**I. GENERAL INFORMATION**

<b>1. SOLICITATION NUMBER:</b>	SOL-72030618B00013
<b>2. ISSUANCE DATE:</b>	January 11 2018
<b>3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:</b>	January 26, 2018 no later than 16:30 Kabul time
<b>4. POSITION TITLE:</b>	Financial Analyst
<b>5. MARKET VALUE:</b>	GS-11 (\$53,062 - \$68,983)  Final compensation will be negotiated within the listed market value.
<b>6. PERIOD OF PERFORMANCE:</b>	The period of performance is one year, with the possibility of extensions.
<b>7. PLACE OF PERFORMANCE:</b>	USAID/Afghanistan
<b>8. WHO MAY APPLY:</b>	United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
<b>9. SECURITY LEVEL REQUIRED:</b>	As an employment pre-condition, the successful applicant is required to obtain a Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

**10. STATEMENT OF DUTIES:****1) General Statement of Purpose of Contract:**

The incumbent will be based at the U.S. Embassy in Kabul, Afghanistan and will be assigned to USAID's Office of Financial Management (OFM). OFM supports a wide-range of United States Government (USG) stability and development programs and activities throughout Afghanistan. USAID/Afghanistan manages an operating budget which averages approximately \$650 million a year. This is one of the largest USAID program in the world, and it also represents the single largest bilateral assistance program in the 56-year history of the Agency. The incumbent reports directly to the Deputy Controller who in turn reports to the Mission Controller.

The incumbent serves as a Financial Analyst in the Office of Financial Management/Financial Analysis Section (OFM/FA). The incumbent provides professional financial management advice on a broad range of financial management issues to the Controller, Mission Management, Strategic Objective/Assistance Objective Teams (SO/AO Teams) and various governmental and non-governmental partner institutions, which implement an array of complex development activities.

**2) Statement of Duties to be Performed:**

A. As the cognizant senior OFM/FA backstop to her/his assigned portfolio, the

\*Please see Section 11: Area Of Consideration

incumbent reviews activity approval documents, commitment and obligating documents to ensure the reasonableness of budgets, compliance with forward-funding guidelines, appropriateness of the methods of financing/payment, and adequacy of financial reporting and audit coverage. Commitment/sub-commitment documents include but are not limited to miscellaneous obligating documents and draft obligating documents. Obligating/sub-obligating documents include various instruments such as implementation letters (ILs) issued to host government implementing agencies; contracts, grants and cooperative agreements with non-government organizations and public international organizations; and, inter-agency agreements with other U.S. Government agencies. The incumbent provides financial status reports needed by Agreement/Contracting Officer Representatives (A/CORs) to monitor the financial progress of the activities they manage. The incumbent prepares required monthly/quarterly and ad hoc financial reports related to program funds for Mission Management and other interested parties.

The incumbent also provides advice and guidance to A/CORs and technical office budget assistants in the development of quarterly accruals, reviews the reasonableness of accrual estimates and posts accrual data into Phoenix. The incumbent participates in program portfolio/pipeline reviews and provides appropriate advice in identifying funds for alternative use or reprogramming. The Incumbent reviews closeout documents to ensure that finance-related closeout actions such as completion of required audits, finalization of Negotiated Indirect Cost Rate Agreements (NICRAs), payment of final claims and de-obligation of excess funds are properly carried out, if necessary.

- B. In line with the Agency's Audit Management and Resolution Program and accountability requirements, the incumbent conducts periodic financial reviews of institutions (both governmental and non-governmental) receiving USAID funding to: 1) determine the adequacy of key systems and procedures including but not limited to accounting, procurement, accounts payable, personnel, assets management, and audits; 2) verify compliance with agreement terms and conditions; and 3) verify allow ability of actual costs incurred. The incumbent makes recommendations for system improvements of institutions reviewed in order to strengthen their capacity particularly in the financial management of USAID funds. This includes preparing reports to document findings and recommendations and following up on actions taken to address recommendations.

The incumbent's audit-related tasks also include developing the annual audit inventory under her/his assigned portfolio and obtaining inputs from cognizant A/CORs on activities that need to be audited or on which financial reviews need to be conducted. The incumbent acts as the Audit Management Officer's designee for the assigned portfolios and assists strategic objective/assistance objective SO/AO teams in meeting their audit management responsibilities. In coordination with the A/CORs, the incumbent ensures the completion of required financial audits in accordance with the Recipient Contracted Audit Guidelines and develops audit scopes of work for Agency-contracted financial audits of USAID/Afghanistan-funded activities based on policies contained in the Automated Directive System (ADS). The incumbent provides advice/guidance to auditees and audit firms in consultation with Office of Inspector General (OIG) to ensure full compliance with USAID audit requirements. The incumbent participates in audit entrance and exit conferences, as necessary, and

reviews recommendations and draft audit reports. The incumbent participates in the development of management decisions and also works closely with the USAID A/CORs, the Contracting/Grant Officer and grantees/contractors to resolve and close audit recommendations in a timely manner.

When financial reviews and financial audits are contracted out to local audit firms, the incumbent will act as COR of the award, and works closely with the firms' assigned staff and reviews their performance to ensure compliance with the contract scope of work.

In coordination with the cognizant technical and support offices, the incumbent conducts pre-award surveys of potential non-governmental recipients/contractors to determine if those organizations possess the institutional capability, systems and procedures that are in accordance with USAID standards and are adequate to effectively manage USAID/Afghanistan's resources. The incumbent also performs general or limited assessments of host country government institutions to determine their overall capability to manage USAID/Afghanistan's funds that are planned to be channeled directly through the Government of the Islamic Republic of Afghanistan (GIROA)'s existing systems. Based on the surveys/assessments, the incumbent develops appropriate recommendations to improve and strengthen the prospective recipients' systems, if needed. Conclusions drawn from the institutional reviews serve as the basis for the Agreement Officer or Mission Management to determine if the institution is eligible to receive USAID funding, and for the Controller to determine the appropriate payment mechanism for the activity. When the pre-award survey or assessment is contracted out to local audit firms, the incumbent acts as COR and oversees the work of the contractor to ensure that the required services are performed in compliance with the scope of work.

- C. Aside from performing reviews of implementing partners' systems, the incumbent also participates in the performance of required annual reviews of the Mission's internal/management control system in accordance with the Federal Managers' Financial Integrity Act (FMFIA); the incumbent performs the risk assessment of various functional areas as assigned by the Supervisory Financial Analyst (SFA), and assists in performing follow-up reviews to determine if significant deficiencies have been properly addressed and appropriate actions are taken by concerned Mission offices. The incumbent assists in the capacity building of Mission and implementing partner staff who are not familiar with USAID's financial management requirements by providing training on accruals, audit management, payment methods, and other related topics.

The incumbent also acts as mentor/coach to Financial Analysts (FA) to assist in their professional growth and enable them to perform the full range of FA duties relating to program/project design and implementation. The FA may be asked to review documents related to major OE-funded awards with estimated unliquidated obligations of \$32.9 million, reviewing retroactive claims under long-expired contracts, and other similar tasks.

**3) USAID Consultation or Orientation (if applicable):**

The selected applicant shall proceed to the Washington, D.C. area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

**4) Supervisory Relationship:**

The work is performed under the general supervision of the Deputy Controller and indirectly of the Senior Financial Analyst (SFA). Guidance provided is normally limited to interpretation of policies and the setting of work priorities. The incumbent's supervisor may time to time make special assignments and provide advice on unusual situations but day-to-day tasks are normally accomplished without technical review or oversight. The incumbent is expected to work independently with minimum guidance from supervisors.

**5) Supervisory Controls:**

The incumbent will have no formal supervisory responsibilities. However, the incumbent is expected to provide guidance and mentoring to Cooperating Country Nationals (CCN) staff. The incumbent is expected to provide training, mentoring and daily technical and administrative guidance to the local CCN staff.

**11. AREA OF CONSIDERATION:**

According to ADS 309.3.3, a "USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. USPSCs are also preferred over TCNPSCs with equivalent qualifications."

Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident ("green card holder");
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.
- Employment is subject to funds availability and all the required approvals obtained.

## 12. PHYSICAL DEMANDS:

The primary location of work will be on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

## 13. POINT OF CONTACT:

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) Education:** A Bachelor's degree in Accounting, Finance, Business Administration, or another closely related field is required. Closely related fields may include: business administration, management, finance, economics, or public administration and policy. (Education requirements must be met at the time of application for the subject position).
- b) Work Experience:** A minimum of seven (7) years of progressively responsible experience in accounting, auditing, or financial management part of which must have been in a in developing country is required. (Work experience requirements must be met at the time of application for the subject position).

## III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the

evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

## **1. SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

## **2. EVALUATION FACTORS**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors may result in the applicant not receiving full credit for pertinent experience.

### **FACTOR #1:**

Robust financial management, accounting, auditing and budgetary services with a demonstrated ability to lead teams in post conflict areas. The incumbent will provide support in conceptualizing, planning, and financially managing complex programs/projects. Incumbent must be able to explain intricate and multi-faceted financial data in layman's terms. Development experience in financial management related to design, development, implementation and evaluation of programs/projects is highly desired given the challenging environment and the complexity of the programs.

### **FACTOR #2:**

Strong analytical ability to review and critique findings on contractor performance with the ability to constructively problem solve financial or audit issues. Incumbent must provide guidance on programs/projects to other financial analysts including designing materials, and program implementation. Incumbent must have demonstrated ability and independent judgment in analyzing, evaluating and formulating conclusions and recommendations regarding the financial aspects of program activity and management during the implementation stage. Development experience in post conflict areas is highly desired.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

### 3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

#### Evaluation Factors

Factor #1	20 points
Factor #2	25 points

Interview Performance 55 points

Interview questions will revolve around the candidate's ability to:

- Provide strong financial management, accounting, auditing, and financial advisory services in a challenging fast paced environment
- Lead financial management teams from project/program inception to completion
- Provide mentorship and guidance to OFM staff
- A self-starter who can assess the issues, problem solve, and implement solutions

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

### IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-72030618B00013 - Financial Analyst** to: [kblaidpscjobs@usaid.gov](mailto:kblaidpscjobs@usaid.gov)

Attention: Executive Officer  
USAID/Afghanistan  
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: <https://www.usaid.gov/forms/aid-302-3>
2. A current curriculum vitae (CV) or resume.

3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the work experience requirement. There is no exception for these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:
  - 1) Contribution toward Health & life insurance
  - 2) Pay Comparability Adjustment
  - 3) Eligibility for Worker's Compensation
  - 4) Annual & Sick Leave



- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy
2. ALLOWANCES (If Applicable)\*:
  - 1) Temporary Lodging Allowance (Section 120)
  - 2) Living Quarters Allowance (Section 130)
  - 3) Post Allowance (Section 220)
  - 4) Supplemental Post Allowance (Section 230)
  - 5) Post Differential (Chapter 500)
  - 6) Payments during Evacuation/Authorized Departure (Section 600)
  - 7) Danger Pay (Section 650)
  - 8) Education Allowance (Section 270)
  - 9) Separate Maintenance Allowance (Section 260)
  - 10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

\*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

## VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

## VIII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR)**,
  - **Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"**
  - **Appendix J**, "Direct USAID Contracts with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGES%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO

complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.